



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, U.S. ARMY GARRISON ALASKA AND FORT RICHARDSON
724 POSTAL SERVICE LOOP #6000
FORT RICHARDSON, ALASKA 99505-6000

IMPC-FRA-MW

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Garrison, Alaska (USAG Alaska), Pay Settings for Directorate of Morale, Welfare and Recreation Nonappropriated Fund (NAF) Personnel (Policy #USAG-AK-13)

1. Reference. Memorandum, HQ IMA, SFIM-HR-C, 15 December 2004, subject: US Army Installation Management Agency Policy #17, Nonappropriated Funds (NAF) Pay Policy.
2. In accordance with the referenced memorandum:
 - a. I, and or my deputy will approve pay for NF-05 and NF-04 pay band employees.
 - b. The Director of MWR (DMWR) is delegated the authority to make pay setting decisions for employees in pay band levels NF-03 and below. All salary adjustments based on job placement, re-assignments, adjustments, merit and promotions that result in a pay increase of 5 percent or more will need written approval from the DMWR. All pay bands and pay types are included.
3. The following policy will be followed when setting pay for positions in pay band levels NF-04 and NF-05:
 - a. Placement. For pay setting decisions made when an individual is placed in a particular pay band position:
 - (1) The DMWR will recommend to me appropriate pay rates for individuals who are placed in particular pay band positions.
 - (2) The recommendations will be based on consideration of such factors as the positions' assigned duties and responsibilities, budgetary considerations, competitiveness with Federal and private sector pay, current rates for similar positions, the amount and timing of previous pay increases, cash awards, bonuses and allowances and special qualifications of an employee or applicant.
 - b. Comparability. For pay setting decisions made within a pay band when there is a significant variance from private sector wages in the locality for a particular occupation:
 - (1) When private industry pay rates are significantly higher than those being paid

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for certain occupations and when this situation is causing difficulty in recruiting or retaining highly qualified employees, this fact will be documented.

(2) The DMWR will provide a written justification for specific increases by organization, occupation and pay band level to me. If approved, this justification will be filed for record in both the DMWR office and the CPAC NAF-HRO.

(3) From time to time, the DMWR will review the situation to assure that the approved rates are still justified.

c. Performance-Based Pay Changes.

(1) I delegate to the DMWR the authority to determine pay raises for NF-04 and NF-05 employees as long as the pay decisions are within the following percentage ranges for Outstanding and Excellent ratings:

(a) 0 percent to 3 percent for Outstanding Ratings.

(b) 0 percent to 2 percent for Excellent Ratings.

(2) Performance-based pay increases falling outside of these ranges must be approved as an exception to policy.

4. POC is Mr. Dean Hone, 384-2003.

Encl
IMA Policy #17

//Original Signed//
DAVID L. SHUTT
COL, AR
Commanding

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